DAN OWENS
Clerk of Court

Las Vegas Division
300 Las Vegas Blvd. S.
Las Vegas, NV 89101

Reno Division
300 Booth Street
Reno, NV 89509

CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA

Position: Temporary Law Clerk **Announcement** #26-06-09NVB

Classification Level: JSP 11-13

Salary Range:
JSP 11: $76,280 - $99,169
JSP 12: $91,427 - $118,857
JSP 13: $108,719 - $141,337

Classification level and salary for this position will be based upon experience and qualifications

Location: Las Vegas, Nevada

Opening Date: August 7, 2026

Closing Date: Open until Filled

The appointment will last one year and one day, with the possibility of extending the appointment.

POSITION OVERVIEW

The United States Bankruptcy Court for the District of Nevada is seeking a Temporary Law Clerk to work for Nevada Bankruptcy Judges.

This is a shared position supporting all the bankruptcy judges in the district. Duties include researching a variety of legal issues, attending trials and other court proceedings, drafting opinions, screening motions, and preparing routine orders. The caseload in the jurisdiction is heavy. This is a full-time position based in Las Vegas and may require occasional travel between Las Vegas and Reno.

REPRESENTATIVE DUTIES INCLUDE:

- Reviewing pleadings filed with the Court to determine the issues involved and the basis for relief;
- Reviewing dockets and monitoring the progress of matters;
- Reviewing and potentially screening motions and drafting orders for the Judge's review;
- Drafting bench memorandums for the Judge's consideration;
- Performing extensive legal research, proofreading orders and opinions while verifying citations, and drafting legal documents such as orders, memorandums, and opinions;
- Assisting with case management responsibilities, including preparation for conferences and general docket management tasks;
- Attending hearings and trials, and assisting the Judge during these proceedings;
- Keeping abreast of changes in the law and briefing the Judge on them; and
- Performing miscellaneous administrative duties and other duties as assigned.

QUALIFICATIONS

For appointment at a JSP Grade 11, an applicant must be a law school graduate at the time of appointment (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of law review of such a school;
- Graduation from such a school with an LLM degree; or

The United States Bankruptcy Court is an equal opportunity employer.

- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

For appointment at a JSP Grade 12 or 13, an applicant must also be a member of the Bar of a federal, state, or territorial court of general jurisdiction, and must possess the following year(s) of full-time legal work experience after graduation from law school:

JSP 12 – one year of legal work experience.
JSP 13 – two years of legal work experience.

PREFERRED QUALIFICATIONS

- An academic background in bankruptcy or secured transactions coursework;
- Excellent legal research and writing skills;
- Ability to effectively communicate, both orally and in writing;
- Good organizational, computer, and word processing skills;
- Ability to work effectively and well with others in a team-based environment;
- Ability to maintain confidentiality, uphold the Court's ethical rules and exhibit good judgment, maturity, dependability, and responsibility; and
- Ability to manage time and prioritize tasks to meet deadlines.

INFORMATION FOR APPLICANTS

Benefits include participation in health, dental, vision, flexible benefit, life, and paid holidays. Annual leave provided based upon judicial discretion.

Employees of the United States Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are at will judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Due to the volume of applications the Court typically receives, the Court will only communicate with those applicants who may be interviewed based upon information provided in completed applications for open positions.

Relocation expenses will not be paid or reimbursed.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the
announcement, or to fill the position sooner than the closing date without prior notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. This Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please

notify the local human resources representative.
The U.S. Bankruptcy Court for the District of Nevada is an Equal Opportunity Employer.

APPLICATION PROCEDURE

To apply: Email a detailed resume, cover letter, law school transcript and writing sample (10 pages or less) in ONE DOCUMENT to denise_kirkling-styles@nvb.uscourts.gov

Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Department.